



Job Opportunity

State Controller's Office

Position: Associate Budget Analyst or
Staff Services Analyst (G) - 1 Position

Statewide

Location: Administration and Disbursements Division
300 Capitol Mall, Suite 634, Sacramento, CA 95814

Issue Date: June 1, 2000

Final Filing Date: Until Filled

Contact/Telephone:

Jim Padrez, (916) 324-5710

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list

California Relay Service: 1-800-735-2929

Position Number(s): 051-120-5284-XXX or
051-120-5157-XXX

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

Under general direction from the Budget Manager, the incumbent performs the following duties with a high level of initiative, independence, and originality:

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Prepare the department's annual budget and all related schedules
- Prepare legislative hearing reference binders for executive management's use at the legislative budget hearings
- Assist in the analysis and review of departmental Budget Change Proposals and fiscal impacts of legislative bills
- Manage the department's out-of-state travel
- Track and maintain historical expenditure and receipt data
- Respond to technical information regarding all aspects of the department's budget development process
- Maintain the position database for the department

Desirable Qualifications

- Advanced journey level knowledge of the State of California's budget process
- Advanced journey level knowledge of the State of California's budgeting rules and regulations
- Excellent communication skills
- Strong negotiation and resolution skills
- Ability to manage multiple priorities simultaneously
- Ability to work well with changing deadlines
- Ability to work well under pressure



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.



Applications will be screened and only the most qualified will be interviewed

How to Apply:

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Administration and Disbursements Division

300 Capitol Mall, Suite 634

Sacramento, CA 95814

Attn: Jim Padrez